

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHEASTERN MENTAL HEALTH AUTHORITY
JOB OPPORTUNITY

Recovery Support Specialist – (possible underfill Recovery Support Specialist Trainee)
Recovery Services

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 401 W. Thames Street, Bldg. 301, Norwich, CT

Job Posting No: SM079207

Hours: 1st shift, Monday 8:00 a.m. - 4:30 p.m., Tuesday – Friday 8:30 a.m. – 3:00 p.m. (part-time, 32 hours)

Salary: RSS: \$38,791.00 to \$52,591.00 (Annually) RSST: \$37,071.00 to \$50,359.00 (Annually)

Closing Date: September 20, 2015

Eligibility Requirement: State employees who possess the general and special experience and training may apply. State employees currently holding the above title or those who have previously attained permanent status may apply. DMHAS employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Duties may include but not limited to: Works with clients, families, staff, and other providers in teaching life skills to clients based on their goals. Works as a team member in the advancement and success of recovery planning that is solution focused and goal oriented. Provides transportation, skill services in the community, works with clients in their homes with existing community supports. Assists clients in networking with people and organizations in their communities for improved community integration; completes all required documentation in a timely manner within established parameters. Works proficiently with a computerized system (opening e-mails, computerized forms, etc.); Follows policies and procedures in all work, and completes all necessary forms that that pertain to client needs; Contributes to the completion of recovery plans and all other paperwork in client charts, etc. Uses good communication skills and is solution focused in all work that is performed. Performs all other related duties as required.

General Experience and Training: Recovery Support Specialist Trainee: Completion of the Recovery Support Specialist Certification. Recovery Support Specialist: Six (6) months experience as a Recovery Support Specialist Trainee.

Special Requirements: Incumbents in this class must possess and retain Recovery Support Specialist Certification. Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

Career Progression: After completion of six (6) months of successful and satisfactory performance as a Recovery Support Specialist Trainee, an incumbent will be moved to the Recovery Support Specialist classification, HN 14, Step 1 (on the first pay period following the completion of the six (6) month requirement).

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Recovery Support Specialist applying to a Recovery Support Specialist posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Arnetia Douglas, Human Resources Assistant
Southeastern Mental Health Authority
401 West Thames Street, Building 301
Norwich, CT 06360
Phone: (860) 859-4651 - FAX: (860) 859-4792
Email: MHA-SMHA-RECRUIT@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **NP-6**